

USAG-BAMBERG, GERMANY
Directorate of Logistics, Supply & Services
Central Receiving Point (CRP)
Standard Operating Procedures (SOP)

13 MARCH 2009

1. REFERENCES:

AR 735-11-2
AR 310-25
AR 725-50
AR 735-5
DA PAM 746-1
AR 710-2
DOD 4500.9-R
AR 25-400-2

2. Purpose:

To establish receiving and delivery procedures and responsibilities for all shipments to the Central Receiving Point (CRP) and for all organizations receiving cargo from the CRP. This SOP is applicable to all directorates assigned to USAG-Bamberg, Germany supported by the CRP.

3. Scope:

The procedures outlined in this SOP apply to and will be a reference for all customers and units supported by the Central Receiving Point.

4. Responsibilities:

1. Central Receiving and Shipping Point (CRP)

a. The CRP will receive freight from 0730hrs-1600hrs Monday-Friday excluding weekends, national holidays, cases of severely inclement weather or any time the post commander closes the installation. The CRP operates from 0730hrs-1600hrs Monday-Friday. Under unusual circumstances; i.e., after duty hours, holidays, training time, or inventories, the delivery of the cargo must be coordinated with the CRP Supervisor. Customers that need CRP to open outside normal duty hours must contact the CRP Supervisor at DSN 469-8349. The CRP will be open during off duty hours with proper coordination under the following circumstances:

1. Unit has deployment orders.
2. Unit needs to receive a Pacer item and/or Triple 9 item.

b. In case of an emergency, contact the Central Receiving Point Supervisor at DSN 469-8349.

c. CRP will offload cargo and verify any overages, shortages, or damages before the carrier leaves the CRP, in case the customer is unavailable. If warranted the CRP will initiate Transportation Discrepancy Report (SF 361), IAW DOD 4500-9.R. Chapter 210, or a Supply Discrepancy Report (SF 364) DOD DLAR 4140.55/AR 735-11.2 in the case of a concealed shortage/overage/erroneous shipment for a multi-pack addressed to the CRP.

d. Offloaded freight will then be segregated and placed into the proper consignee area within the CRP.

e. Sensitive items, air freight, perishable cargo, and transportation priority freight are identified and prepared for delivery within an hour.

f. CRP vehicle operators who deliver the freight will ensure they obtain a signature, building number and phone number for the delivered cargo from persons authorized to receipt for the cargo.

g. If a shortage exists between what the CRP shipped to the customer and what was noted on the tally sheet the CRP will search the CRP building for the missing freight. If missing freight cannot be located, or if freight has been damaged, a Report of Survey will be initiated IAW AR 735-5.

h. If a sensitive items are received (i.e. weapons, Night Vision Goggles) and delivery cannot be made to gaining unit on the same-day, arrangements will be made for storage within the HHC, USAG-Bamberg Arms room.

2. Customers.

a. Responsible officers wishing to designate personnel as authorized representatives to sign for freight are required to send a completed DA Form 1687, Delegation of Authority and Assumption of Command Orders to the CRP.

b. Customers will inventory all cargo received. If any overages, shortages, or damages are identified, they will be annotated as appropriate. Shortages and overages are based upon the freight quantity and type pack listed on the tally sheet.

c. Customers are responsible for submitting a Supply Discrepancy Report (SDR), SF Form 364. This form will be submitted subsequent to the directorate upon receipt of the freight if it is determined the shipment has been damaged or was incomplete.

d. Customers are responsible for returning erroneous shipments that are a direct delivery to consignee by vendor. If an item is transshipped through the CRP but mis-shipped by vendor or depot, it is the responsibility of the Customer to return or transship to the appropriate facility.

e. Customers are responsible for receiving supplies/equipment during hours determined by the CRP/ Garrison Commander. Supplies/equipment cannot be denied due to space availability at the receiving Directorate.

f. Provide prompt receiving and down-loading service for delivery of shipments.

g. Customers will initiate an SF 364 IAW AR 735-11-2 when packing discrepancies are discovered, such as freight marked for another installation in a consolidated pack, or shortages/overages/erroneous shipments.

h. The CRP will initiate Transportation Discrepancy Reports (TDR) SF 361 IAW Defense Transportation Regulation DD 4500.9-R Chapter 210 when a case involving motor, and small package commercial carriers for the following discrepancies:

1. Astray cargo
2. Shortage
3. Pilferage
4. Theft
5. Damage
6. Vandalism
7. Material overage
8. Contract Services not provided
9. Non-conformance with HAZMAT shipping requirements.

i. Miscellaneous Transportation Discrepancies will be reported IAW DOD 4500.9-R Chapter 210, paragraph H.

i. Should supplies/equipment erroneously arrive or be improperly addressed at the CRP, the CRP will contact the shipper to request in writing a "ship to" address Transportation Account Code (TAC) or other source to return or transship the supplies. It is not the responsibility of the CRP to return or transship for customers.

ii. Under unusual circumstances; i.e., after duty hours, holidays, training time, or inventories, the delivery of the supplies must be coordinated with the CRP. Supervisor and/or Accountable Officers must coordinate these special delivery times prior to the unusual circumstances.

iii. The customer's accountable officer or designated representative will immediately notify the CRP should difficulties be encountered during down-loading. If the normal receipt of supplies cannot be performed the CRP must be notified a minimum of 24 hours in advance.

iv. CRP should maintain adequate material handling equipment, portable ramps, and any other equipment necessary for the down-loading of freight. It is the responsibility of the CRP to provide equipment for the customer.

v. Supplies/equipment marked for a particular customer without proper supply shipping documentation will be received by the customer and processed IAW AR 725-50.

vi. Any shipment consigned to and received by a customer must be accepted and an SF 364 Supply Discrepancy Report (SDR) initiated if the item is not for that particular customer.

vii. To lessen/eliminate the possibility of detention charges upon receipt of trucks marked for delivery to the CRP but with the entirety of the load belonging to a specific Customer, the Customer and Carrier's Representative will be required to sign an Acceptance of Responsibility Memorandum stating they must down-load the load within the timeframe required IAW SDDC Freight Traffic Rules Publication No. 1C, section 3.

5. PROCEDURES:

Cargo arriving at the Central Receiving Point (CRP) is consigned to the Installation Property Book Office (IPBO) and marked for delivery to the appropriate customer and other entities on the Installation.

a. Carriers deliver cargo to the CRP, BLDG. 7039, for offloading and verification of count against the Government Bill of Lading (GBL) or Commercial Freight Bill (CFB), DA Form 1387 or DA Form 1348-1 or purchase order/receipt, In Accordance With (IAW) DoD 4500-9-R Chapter 203. Under no circumstances will ammunition/explosives be accepted at the CRP.

b. During redeployment, the CRP will assist in downloading by providing Material Handling Equipment (MHE) at the Central Receiving Point's location. The CRP will contact the units with redeployment information as it is received from the applicable Port Support Authority (PSA) or Surface Deployment and Distribution Command (SDDC). This information will come from the unit's Deployment Specialist Team (DST) as well. Units will be required to have a representative available to inspect, assume responsibility and down-load their equipment as it arrives or as directed. Units will additionally be required to have a maintenance/download team (with qualified operators) in place to offload and/or escort to their unit area. Any discrepancies will be annotated on the GBL/CFB as the Unit Representative accepts responsibility.

c. Parcel post and registered mail addressed to the IPBO, BLDG 7109, will be receipted from the Official Mail Room and processed through CRP Small Packages Section and delivered to the appropriate addressee with a required signature and then return receipt verification to the Official Mail Room.

d. Upon delivery, direct supply support documents will be prepared and processed by the gaining Customer receiving freight from the CRP.

e. Once shipments have been documented and sorted according to the Customer, supplies/equipment will be picked up during normal duty hours, to the following Customers:

1. Directorate of Public Works (DPW)
2. Directorate of Human Resources (DHR)
3. Directorate of Morale, Welfare & Recreation (DMWR)
4. Directorate of Plans, Training, Mobilization & Security (DPTMS)
5. Directorate of Logistics (DOL)
6. Directorate of Emergency Services (DES)

f. Government Purchase Card (GPC) purchases will have the "Ship to Address" listed as CRP, Bldg 7039, Warner Barracks, Bamberg, Germany, APO AE 09139. The Installation Property Book Office (IPBO) will provide an info copy of the original GPC electronic purchase request and approval form to the CRP and assign a document number to be entered to the Document Register. Upon receipt CRP personnel will verify make, model and serial number of all expendable items. Card holders will provide invoice/receipt of all local purchases the CRP and the CRP will close out the Document Register and notify IPBO. All items arriving at the CRP, by delivery or card holder will be logged in and verify document number and count. Card holder/hand receipt holder will be contacted and items will be picked up within seven (7) days. CRP will issue all supplies/equipment on DA Form 3161 to hand receipt holder or personnel on DA Form 1687. A copy will be provided to the IPBO Office to be posted to the proper hand receipt.

CARDHOLDER PUCHASING ACTIONS:

- a. Cardholder makes the purchase
At approved Source of supply per the form!

FOR DELIVERY ITEMS

The Delivery address for ALL purchases is:

U.S. Army Warner Barracks
Central Receiving Point Building 7039
Zollnerstrasse #223
96052 Bamberg, Germany

FOR LOCAL PURCHASES

Provide a copy of the invoice/receipt to the CRP

Sign DA3161 to “receive” accountable items into the military system

CRP closes out the document number for the purchase

(Notifies IPBO that document number is closed and property received)

IPBO posts item to the appropriate hand receipt

(Using CRP generated DA 3161)

CRP ACTIONS:

Items arrive at the CRP

CRP personnel log in and verify document number

Hand receipt holder contacted

Pick up item(s) w/in 7 days

CRP issues item(s) on DA 3161

Issue to hand receipt holder or personnel on DA 1687

CRP provides a copy of DA 3161 to the IPBO

Closes out document number

IPBO posts item to the appropriate hand receipt

End of the process!

6. Proponent:

The proponent for this SOP is the Central Receiving Point Supervisor. Office:
DSN 469-8349, COMM: 0951-300-8349.